



Bridgwater Town Council



OPEN SPACES OPERATIVE

RECRUITMENT PACK



Appointment of an Open Spaces Operative

(Full Time)

An exciting job opportunity!

Salary Scale SCP: 7 to 12 (£25,584 to £27,711)

Plus Local Government Average Salary Pension Scheme

Bridgwater Town Council is seeking a dedicated Open Spaces Operative to carry out essential grounds maintenance work across Council-owned sites. This role is key in ensuring public spaces are well-maintained, safe, and presented to a high standard.

Key duties include;

Grass cutting, strimming, and hedge trimming to maintain parks, open spaces and recreational areas.

Providing general site tidiness to keep public spaces clean and welcoming.

Routine maintenance tasks including planting, weeding, and seasonal upkeep. Inspecting and maintaining tools and equipment to ensure they remain in safe working order. Working collaboratively with other Council teams on maintenance projects and general site upkeep.

The ideal candidate will be proactive, able to work as part of a team, and committed to maintaining high-quality outdoor spaces for the community.

If you take pride in outdoor work and enjoy hands-on maintenance tasks, we'd love to hear from you.

Would you like to know more? To obtain an information pack with full details of the role and application form, please visit our website www.bridgwater-tc.gov.uk/vacancies. Completed application forms should be returned to hrdmin@bridgwater-tc.gov.uk

Closing dates for applications is 5 pm on Monday, 9 June 2025

Please note CVs will not be considered

The job offer will be subject to satisfactory references.

If you would like to discuss this position, please contact the Council's HR department on
01278 427692



Town Hall
High Street Bridgwater
Somerset TA6 3AS
Tel: 01278 427692

JOB DESCRIPTION

JOB TITLE:	Open Spaces Operative
PLACE OF WORK:	Bridgwater
SALARY:	SCP 7 to 12 (£25,584 to £27,711), plus annual pay rise in accordance with NJC terms and conditions. Local Government Pension Scheme.
HOURS OF WORK:	Full time - 37 hours a week, Monday to Friday. On the rare occasion, some weekend work maybe required.
LEAVE ENTITLEMENT:	23 days per annum, two statutory days plus public holidays (Plus 3 additional days after 5 years' service)
REPORTS TO:	Open Spaces Supervisor
MANAGEMENT RESPONSIBILITIES:	None

A PURPOSE OF THE ROLE

To keep in good and safe order all Council owned or managed sites in a professional manner and to a high standard as identified and directed by the Open Spaces Supervisor and management team.

To undertake the same for any other public open space as may be required and directed by the Open Spaces Supervisor.

B MAIN RESPONSIBILITIES AND KEY TASKS

1. Carry out as directed maintenance and repair works to Council owned property, recreational sites and public open spaces.
2. Liaise with officers from other branches of the Council as required with regard to maintenance projects and other works.
3. Communicate any Health & Safety observations regarded as a priority to the Open Spaces Supervisor for immediate action.
4. Observe, note and report any non-safety issues to the Open Spaces Supervisor for action as required.
5. Inform the Open Spaces Supervisor immediately of any change to your allocated tasks for the day.
6. Carry out day-to-day duties in a professional manner as befitting an employee of Bridgwater Town Council, and to complete said tasks to the highest possible standard.

7. Ensure that all tools and equipment are inspected regularly, and details recorded and that all safety equipment is available and fitted where necessary to comply with PUWER and H&S regulations.
8. Work as a team providing 24-hour emergency cover on a rota basis.
9. Undertake annual and routine tasks as part of normal routine without direction.
10. Ensure lines of communication are maintained at all times to improve the effectiveness of the Open Spaces Teams responsive ability.
11. Ensure that all policies of Bridgwater Town Council are adhered to including health and safety policies and safe working practices.
12. Ensure that any vehicle allocated to you is checked at the start and finish of each shift, any defaults reported accordingly, and mileage log kept up to date.
13. To carry out duties related to the setting up of Town Council events (during Saturdays and Sundays) as and when required.
14. Assist in any area of responsibility of the Town Council on the instruction of the Open Spaces Supervisor.
15. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.
16. To be a supportive and innovative member of the Council team.

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

C OTHER INFORMATION

External and Internal Contacts

Councillors, customers, contractors, suppliers, members of staff and partner agencies.
Face to face, virtual, telephone, written and electronic communication.

Working Environment

Based at The Town Hall but some home working may be considered. The Council operates a smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings. All staff must commit to Equal Opportunities and Anti- Discriminatory Practices.

Bridgwater Town Council Values

To work in a way that embodies the Council's values: -

Adaptable Accept and work with change	Forward thinking We start with the end in mind
Willing to adapt work practices to support team members working together to resolve issues, meet targets, deadlines, and challenges.	Initiative: We are proactive and use our creativity to identify and resolve problems.
Move out of our comfort zone and question how you do things.	Strive for excellence: We will seek innovative solutions to reduce costs, identify new ways of working and generate income.

Work with others to meet joint challenges and reduce duplication.	Plan ahead – anticipate outcomes ahead of changes. Use new technologies and working practices to make service improvements and reduce costs.
People Orientated We are one team with common goals.	Integrity We are honest and open in all our dealings and deliver on our promises.
Customer focussed: We understand and aim to meet our customers diverse needs, treating them fairly and with respect. Expertise: We recognise and value the differences, skills, knowledge, and experience of all in our team. Empowerment: We encourage team members to take initiative. Listen to improve: Engage with residents and staff- be seen, invite feedback and consult with them to inform our improvement plans. Always be approachable, calm, and respectful. Clearly communicate our decisions, without using jargon.	Accountable: We are accountable for our actions- admit mistakes, put them right and learn from them. We challenge poor or unfair practice and feedback. Keep personal data confidential and secure. Consistency: We ensure consistency and transparency in all we do Professionalism: We act professionally in challenging situations.

Equal Opportunities and Anti-Discriminatory Practices

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

The Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

Environment / Sustainability

To support Bridgwater Town Council's Environmental initiatives and consider the environmental impact of all activities undertaken.

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PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	5 GCSE's grade C or above (including English and Maths) or equivalent NVQ or relevant experience. Commitment to further professional development where required.	NVQ level 2 or 3 in Horticulture or similar High level of literacy and numeracy.
Communication Skills	Effective oral, written and email communication skills, including an ability to relate to, and communicate with councillors, staff, public and external agencies. Ability to communicate information to a wide range of audiences.	Ability to remain calm and act diplomatically when coming into contact with the public.
Knowledge and Experience	Knowledge of the ground and general maintenance environment and be compliant with the relevant tools and products used in carrying out their duties.	Experience or understanding of horticultural and street scene works. Experience of working with the public.
Skills	Ability to work in a team or alone for long periods, organise own workload effectively, prioritising tasks and making informed decisions to deliver results. Personal organisational skills / self-motivation. Ability to work to schedule and be forward thinking and proactive. Flexible approach to work. Ability to maintain plant, machinery and vehicles.	An ability to work under pressure with changing priorities and timescales.
Information Technology	IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets, social media and the internet.	
Other	Prepared to work out of office hours when necessary. Ability to work outdoors in all weathers. Have an enthusiastic and positive attitude towards their work and the promotion of Bridgwater. Ability to operate with complete impartiality in a political environment.	Current driving licence.